

Transition Task Force (TTF) Minutes July 7, 2022

Start 6:03 pm End 6:48 pm.

Serenity Prayer led by Chair- Newt. Newt also read from Service Manual, page 51 on Group Conscience.

Minutes read by Michelle R. One edit for clarification was noted: District 19 had Bylaws and Guidelines, District 14 had Guidelines. These were emailed to the Transition Task Force members by secretary. John H made a motion to accept the minutes from June 16, Denise seconded, vote unanimous.

Newt offered that in a future meeting the members should discuss and define what a quorum would be, in light of five people present tonight.

Bylaws Discussion:

Cindy P provided an important contact within WSO. She has spoken with the WSO point of contact responsible for AIS oversight to help us in the TTF.

Anne (757) 563-1600 extension: 1652

Anne will aid in the merger so that our links to Area, WSO, and the worldwide fellowship remain active. She is our liaison person.

John H presented the "Redline" Bylaws (these were emailed to TTF members prior to this meeting). John emphasized that the 501(c)(3) status California Tax Exempt Corporation will remain in existence. He proposed the TTF plan 2 or 3 meetings to review each section, thus allowing the Guideline to come from, develop from, the Bylaws.

The proposal is to accept the Redlined version report of AIS Bylaws as a working draft, then to divide into an Administrative Bylaws (legal document) and a Functional Guideline which will be a service structure Guideline. John made a motion, Denise seconded, vote passed unanimously.

Discussion points were noted: Bylaws are a legal document which require 3/4 vote to change and bylaws have formal requirements verses Guidelines which are flexible to change.

Prior to the future discussion on service structure roles (i.e. coordinator positions) the TTF will seek out and invite persons known to have held the coordinator/ liaison service positions. This will be useful in preparing the guidelines. The experience others have had performing those duties to be outlined is critically important.

John will complete document edits and this will be emailed to TTF members in advance of our next meeting.

Financial Legal Subcommittee Discussion:

John H reported Quickbooks online has been set up through the end of June 2022 for AIS and District 12.

Julie B at Ventura Literature Distribution Center (LDC) has been in contact and much data from LDC has been provided to subcommittee. John advised future details will include financial reports for District, AIS, and LDC. District and AIS income from Group contribution data, LDC will include sales, inventory, sales tax remittance data. LDC makes adjustments as inventory changes.

John will also write up a Procedure Guide to be used by treasurers to aid in accounting, future bookkeeping process.

Proper financial reporting from the new District entity will ensure the membership/groups in Ventura County transparency where their contributions and funds go and how its monies are used.

Meeting was closed with the Al-Anon Declaration at [6:48 pm](#).

Next meeting: [Thursday July 21,2022 6. 00pm-7:00pm](#) Zoom ID 504 973 4809 password: serenity Attendees: Newt, Michelle R, John H, Denise S, Cindy P

Minutes by: Michelle R.